

Check Your Understanding of Basic Word Processing

Directions: *Key the questions below as complete sentences. Save the document as **Activity D401-07**. Remember to insert a header with your name, date, and class..*

1. What is word processing?
2. Name four types of word processing documents.
3. What follows a file name?
4. Name the four types of layout views in MS Word.
5. What is the difference between Save and Save As?
6. What is the shortcut for copying?
7. Name one word processing tool or utility.
8. What is the difference between portrait and landscape orientations?
9. What are comments?